



## SMALL BUSINESS RESERVE FY2023 ANNUAL REPORT INSTRUCTIONS

The SBR Annual Report is due no later than 90 days after the end of each fiscal year, **September 30<sup>th</sup>**, in a format determined by the Governor's Office of Small, Minority & Women Business Affairs

### GENERAL GUIDELINES:

The objective of the Small Business Reserve (SBR) Program. B. Scope. To the extent practicable, each procurement unit shall structure its procurement procedures to achieve the result that a **minimum of 15 percent** of the unit's total dollar value of procurements for goods, supplies, services, maintenance, construction, construction-related services, architectural services, and engineering services are expended directly with certified small businesses at the prime contract level on **SBR designated procurements** per COMAR 21.11.01.06 (B). **Firms must be certified in the SBR Program at the time of the award and payments for agencies to count that payment toward the 15 % SBR mandated achievement.**

The Governor's Office of Small, Minority & Women Business Affairs (GOSBA) is responsible for reporting the statewide performance of the SBR Program. An accurate, annual measurement can only be made if each SBR unit is able to quantify and report the following values:

- I. The total dollar value of all procurement payments made during the fiscal year, including corporate purchasing card payments (**the DENOMINATOR**).

- II. The total dollar value of all procurement payments made to SBR firms during the fiscal year, including purchasing card payments (**the NUMERATOR**).
- III. A breakdown of SBR payments resulting from **designated** procurements (**NUMERATOR**).
- IV. The number of unique SBR firms to receive a designated award or payment. This is the “T” Factor is being measured by GOSBA. This is a whole number not a dollar amount.

SBR units’ accounting/finance departments are typically responsible for processing the majority, if not all, of the requests for payment presented by contractors doing business with the state. Once the payment transactions are completed, the payment data required for SBR reporting must be extracted from the accounting system from which the payments were made indicating whether payment was SBR **designated** or not.

**FMIS AGENCIES:** FMIS and RSTARS contain pre-programmed reports that are available in ANSWERS to assist with SBR payment data capture and reporting. SBR report preparers are advised to review these standard reports and work directly with procurement, and accounting staff to ensure that all reportable contract payments are included in your agency’s SBR Annual Report.

The [BPW](#) and [GAD](#) documents included in the SBR Reporting toolkit on the GOSBA website provide guidance in determining whether a payment or group of payments is exempt from SBR reporting.

The criteria for determining reportable payments for the SBR and MBE programs are the same, with the only exceptions being:

1. all preference purchases are excluded from SBR reporting, and,
2. if federal requirements conflict with SBR Program requirements.

SBR units should contact the Department of General Services (DGS) Office of State Procurement (OSP) as it is now the control agency and/or GOSBA with questions regarding items that may/may not be reportable.

SBR report preparers with admin access to eMaryland Marketplace Advantage (eMMA) may also request a “**SBR All Active Report**” by emailing the [emma.helpdesk@maryland.gov](mailto:emma.helpdesk@maryland.gov). This report can help to verify whether a firm

was certified in the SBR Program at the time of payment. You may contact the SBR Compliance Managers, Lisa Mitchell Sennaar [lisa.sennaar@maryland.gov](mailto:lisa.sennaar@maryland.gov) or Tanita Johnson ([tanita.johnson1@maryland.gov](mailto:tanita.johnson1@maryland.gov)) if the vendor's SBR status is unclear in eMMA.

## **GOSBA REPORT REVIEW PROCESS:**

To verify the accuracy and completeness of each SBR unit's Annual Report, GOSBA requires detailed documentation to support the data contained in the report. Specifically, any changes to the total payment amounts found on the accounting report containing the raw data, including the monthly P-card reports, must be noted on the second and third tabs in the Annual report template. The objective here is to show your work. Show that you have reviewed ("scrubbed") your data to produce the most accurate report possible, given system limitations and coding situations.

The line-by-line instructions below provide a description of the documentation required to support the dollar amounts entered on each line.

### **A. FMIS Using Agencies**

If you are a FMIS using agency, you will need to access the following reports to obtain the data needed from ANSWERS to complete the template:

- 1) PCH065/067 SBR Payments Report
- 2) PCH068 SBR Designated Awards Report
- 3) A30USB12 SBR P-card Report – optional
- 4) A30USB11 P-card MBE Summary Report - optional
- 5) A30USB11 MBE Non-Match Report – optional
- 6) PCH721 R\*STARS and Credit Card Payments (includes MBE and SBR flags)

State FMIS agencies must use the ANSWERS application to generate the 065/067 and 068 report. The link for the ANSWERS application is <https://net.md.gov/apps/answers/>. The MDOT modals must submit similar documentation in spreadsheet format from the MDOT iFMIS system.

***A note about credit card data*** – We strongly advise you work with the MBE Liaison as only one of you should scrub the report. The purchases made from statewide contracts are **included** in SBR payment reporting but **excluded** from MBE award reporting. Preferred providers awards and

payments **are excluded** from SBR reporting.

The credit card reports for all SBR units can be accessed from RSTARS View Direct, ANSWERS PCH 721 reports, or directly from the USB monthly bank transaction statements. Each credit card administrator has access to the Level 3 credit card report which provides more detailed information regarding items purchased.

## **B. Non-FMIS Agencies**

The 11 university campuses and all other non-FMIS units must submit system-generated reports from their respective financial systems, along with any other system documentation that supports the expenditures being reported.

All backup documentation must be submitted electronically in **Excel format**. If the View Direct hard-copy credit card reports are used, they should be scanned and submitted as an email attachment. Notations of any adjustments made to the report totals should be made directly on the reports. One very visible way is to highlight your data in various colors to indicate changes. For example you could use **yellow to indicate excluded items** and **blue to indicate items that have been added back in**. It is a personal choice but one we find very easy to follow in reviewing your supporting documentation.

## **SUBMISSION REQUIREMENTS:**

A copy of the "FY2023 Small Business Reserve (SBR) Annual Summary Statement," with all required signatures and supporting documentation must be forwarded to the GOSBA SBR reports mailbox [sbrreports.gosba@maryland.gov](mailto:sbrreports.gosba@maryland.gov). The hard copy Summary Statement is not required.

In addition to the unit head, the chief financial officer or accounting director for each SBR unit must also sign the SBR annual report, certifying that:

1. they have responded to the report preparer's request for assistance with payment data verification,
2. they have reviewed the contents of the final report with the report preparer, and,
3. to the best of their knowledge, the payment data included in the report accurately reflects the unit's total procurement payment volume for the fiscal year.

GOSBA's expectation is that, in the process of reviewing agency purchasing data and preparing the SBR report, SBR reporting staff will request assistance from the finance/accounting office as necessary and appropriate.

The 2023 SBR Annual report deadline is September 30<sup>th</sup>.

## LINE-BY-LINE REPORT INSTRUCTIONS:

**To better help you understand these instructions, a separate Excel attachment has been prepared as an example. Please look at the cell references in the summary document for each line for a better understanding of the supporting back-up and how to leave an audit trail.**

### **Line 1, TOTAL All Procurement Purchasing Card (P-Card) Payments:**

Enter the total value of procurement payments made by your agency from the start of the fiscal year up to the end of the current fiscal year, using the corporate purchasing card. Obtain this figure by using either the **bank statements, FMIS View Direct reports**, or the **ANSWERS PCH721** report. The sum of all non-reportable/exempt items such as employee travel expenses, preferred provider payments, subscriptions, fuel purchases, utility payments, lease payments, etc., should be subtracted from the credit card total. Review the GAD exclusions list carefully to make sure you have subtracted all payments that should not be reported.

Enter the total adjusted P-card amount on Line 1 of the SBR Annual Summary Statement and include a tab behind the summary report in the template that supports this figure.

Please note that purchases made from (DGS) statewide contracts using the corporate purchasing card are SBR-reportable unless the item/service is listed as one of the exclusions on the GAD list.

**Example #1: Purchases made from DGS statewide office supply contracts are SBR-reportable (e.g., includable in the denominator).**

**Example #2: The DGS statewide contract for fuel oil; fuel oil is listed on the GAD document as a non-reportable expense and therefore should not be included in the denominator in the SBR reports.**

**Line 2, TOTAL Procurement Purchasing Card (P-Card) Payments to SBR**

**Vendors**: Enter the total payments made in the previous fiscal year, to SBR vendors using the corporate purchasing card. This amount is a subset of your Line 1 total after you made GAD adjustments (scrubbed the data). Enter the final adjusted SBR credit card payment total on Line 2 of the Summary Statement. Include a tab behind the summary report in the template that supports this figure. Be sure to make a note of the count of the number of unique transactions to SBR Vendors in the “Line 6 – T Factor” tab. This number will be included in Line 6 to determine the T Factor.

**LINES 1 and 2 P- Card Documentation**: As mentioned above, include tabs to support figures for Line 1 and Line 2. It is optional to include a column that describes each of the excluded items, but it may help others within your agency who review this report. Again, one very visible way to indicate your exclusions is to highlight data in yellow. It is a personal choice but one we find very easy to follow in reviewing your supporting documentation.

**Line 3, TOTAL Procurement Payments (not including P- Card Payments):**

Enter your unit’s total reportable procurement payments (after “scrubbing”) on this line. Start with the **PCH65/067 report** (“Reportable Amount”) or **the procurement payments report from your unit’s financial system** to determine this amount. Use the same process outlined above to make any necessary adjustments to the reportable amount, i.e., subtract amounts that are incorrectly showing as reportable and add back amounts that are incorrectly showing as non-reportable.

**Line 3 Documentation Requirement**: Include a tab that shows the support for figure entered on Line 3. Label/color code items you exclude and add back into the reportable amount. Again, explaining your adjustments are optional. If it is an adjustment that is a nuance to your agency, then feel free to make a comment. For non-FMIS agencies, you should determine the best way to categorize and reflect the reconciliation based on the format of your financial reports.

**Line 4, Total Procurement Dollar Payments to SBR Vendors Under a Designated SBR Procurements (not including P-Card Payments):**

Create a tab that supports this figure that is the subset of your unit’s **PCH065/067 report**. The SBR Designated payments are the total of payments to SBR vendors where the Purchase Order or Blanket Purchase Order was flagged as an SBR procurement and indicated by a “Y” in the “SBR Procurement Indicator” column. You can add a “Y” flag in the “SBR Procurement Indicator” column for

reportable DIRECT VOUCHERS paid to SBRs. ***Repeat...Direct Voucher payments to SBRs can be reported as designated.***

**NOTE:** The PCH065/067 report DOES provide a breakdown of designated vs non-designated SBR payments in the “SBR Procurement Indicator” column. It also indicates that the payment was made to a vendor that had current SBR status in FMIS when the payment was made (See Alert below).

**ALERT:** As discussed during past report preparation, eMaryland Marketplace Advantage (eMMA) and the FMIS vendor table may not always reflect current SBR status. Report preparers are cautioned that any payment made to an SBR where there is no “Y” flag in the “SBR Vendor” column, should verify the vendor’s SBR certification was current to count the payment as SBR.

**Line 5, Total Procurement Dollar Payments to SBR Vendors Under a Non-Designated Procurements (not including P-Card Payments):** Enter the total dollar value of all payments made to SBR vendors in the previous fiscal year under contracts that were not designated as SBR. Calculate the non-designated SBR amount by subtracting the designated amount on Line 4 from the total SBR reportable amount showing on the system report after all adjustments were made. This is the amount to be entered on Line 5.

Non-FMIS agencies must keep track of the designated and non-designated procurements in whatever way is suitable within their respective contracting and accounting/financial systems.

**LINES 4 and 5 Documentation Requirements:** As stated above, the ANSWERS PCH065/067 report provides you with the total SBR expenditure figure that must be segmented between Lines 4 and 5. Therefore, the total value of SBR payments entered on Lines 4 and 5 may not exceed the total SBR expenditure amount on the PCH065/067 report.

**Line 6, Total Number of SBR Vendors Receiving Awards or Payments:** Enter the **total number of SBR vendors that received an award or payment** in the previous fiscal year, i.e., the total number of unique vendors, not the total number of transactions. Count/tally the number of individual firms from your support data (PCH068 Awards “SBR Indicator”, PCH65/067 Payments “SBR Indicator”, and PCH 721”SBR Indicator”). If there are 50 payments made to a vendor, you count that SBR vendor one time. List all SBRs that received awards

or payments on the Line 6 T-Factor tab. Only count each firm once. This number will be entered on Line 6 of the Summary page.

**Lines 7 - 11:** **Do not enter data on these lines**. These lines are auto populated from data that was entered onto lines 1, 2, 3, 4, and 5.

**The “Notes” section** at the bottom of the Summary Page. The “Notes” section should be used to put the unit’s SBR designated set aside achievement in context, if the agency has not met the 15% SBR designated spending goal. You may use this section to explain undercounting, i.e., an SBR vendor fell out of certification after they were awarded the contract, so that vendor’s payments were not counted.

SBR Compliance Managers, Lisa Mitchell Sennaar or Tanita Johnson are available to assist with any questions you may have regarding completion of the SBR Annual Reports. Please direct your inquiries via email to [lisa.sennaar@maryland.gov](mailto:lisa.sennaar@maryland.gov) or [tanita.johnson1@maryland.gov](mailto:tanita.johnson1@maryland.gov).

The Small Business Reserve (SBR) Annual Report, inclusive of the **signed** Small Business Reserve Annual Summary Statement Template with supporting documentation in Excel must be forwarded to the SBR reports [sbrreports.gosba@maryland.gov](mailto:sbrreports.gosba@maryland.gov) no later than **September 30, 2023**.

The hard copy Summary Statement is not required.

**DON’T FORGET TO INPUT YOUR  
AGENCY NAME  
IN THE HEADER OF THE EXCEL DOCUMENTS!**